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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director of Logistics

DATE: 12 May 1955

FROM : Chief, Administrative Staff

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

Office of Logistics concurrence has been submitted to the Regulations Control Staff regarding the following proposed Agency regulatory issuances:

25X1A

Chg. 1 to [REDACTED] Detailed Military Pay and Allowances.
Chg. 1 to [REDACTED] Detailed Military Personnel.

25X1A

b. Office of Logistics Notices and Instructions (continued item)

The following Office of Logistics Notice and Instruction have been issued:

LN 40-130-7, Logistics Officers Within the DD/P Area.
LI 90-400-1, Routing and Follow-up of Cables; procedure contained in this Instruction will become effective 16 May 1955.

25X1A

c. Freight Elevator at [REDACTED] (reopened & continued)

Delivery of the conveyor-type elevator at [REDACTED] Building will be made in approximately 60 days. Construction of the platform therefor will begin immediately.

25X1A

2. PROJECTS AND STUDIES IN PROCESSa. Survey of P&R Training Needs (continued item)

Conferences are being held with TSS to determine feasibility of providing internal training in photography for reproduction personnel.

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b. Logistics Supervisory Training Program (continued item)

Opening sessions of this program were attended by 70 Office of Logistics supervisors, including several Division Chiefs. This week's program consists of a presentation on "Counseling and Other Employee Services" by [REDACTED] of the Office of Personnel.

25X1A

3. OTHER ITEMS OF INTEREST

a. Personnel Report (continued item)

Personnel statistics for the week ending 11 May 1955 are as follows:

<u>Personnel Ceiling</u>	<u>On-duty Strength</u>	<u>T/O Strength</u>
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[REDACTED]	[REDACTED]	[REDACTED]
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25X9

Employees on LWOP 3

b. Office of General Counsel Opinions (new and completed item)

The first group of a series of publications "Office of General Counsel Opinions" has been received and distributed or routed as appropriate to Staffs and Divisions of the Office of Logistics. These opinions should prove valuable as references in determining or establishing administrative policy.

c. Transportation Seminar (new and completed item)

Arrangements have been completed for two key personnel of the Transportation Division to attend the Transportation Seminar, sponsored by the Department of the Air Force, being held at the Pentagon this week.

d. Logistics Support Course (continued item)

The Seventh Logistics Support Course was launched this week. The Director and Deputy Director of Logistics gave brief talks at the opening sessions.

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e. [REDACTED] Tour (new and completed item)

An orientation tour is being held this week for Supply Division personnel who have not previously had an opportunity to visit the Depot.

f. Special Tutorial Training (new and completed item)

Negotiations have been completed with OTR with regard to arranging special tutorial training in the care and handling of sensitive equipment for two ordnance technicians prior to their departure for field assignments.

g. Logistics Training for ORR Personnel (new and continued item)

A meeting was held with the Administrative Officer, ORR, on 11 May to discuss methods of providing logistics training on a limited basis for ORR logistics and clerical personnel.

h. Mail and Courier Activities (continued item)

	Increase or decrease over previous report
(1) <u>Mail Activities</u>	

Post Office Mail

Incoming	4,333	- 516
Outgoing	6,852	+ 253
	<hr/>	<hr/>
	11,185	- 263

Postage Expended	\$782.54	+ \$12.09
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(2) Courier Activities

Scheduled Courier Trips	327	+ 32
Special Courier Trips	178	+ 35
Inter-Agency Mail by Courier		
Incoming	2,304	- 7
Outgoing	2,759	+ 379
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	5,063	+ 372

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